

DEPARTMENT OF THE ARMY
HEADQUARTERS, U.S. ARMY SIGNAL CENTER AND FORT GORDON
Fort Gordon, Georgia 30905-5000

USASC&FG Regulation
No. 420-4

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Facilities Engineering
FIRE PREVENTION

Summary. This regulation establishes policies, procedures, and responsibilities for the installation Fire Prevention Program.

Applicability. This regulation applies to all Active Army, the Army National Guard (ARNG), United States (U.S.) Army Reserve, members of other uniform services, organizations (including tenant and contractors), civilian personnel assigned, and family members residing or visiting on the installation. This regulation also applies to off-post facilities under the jurisdiction of Fort Gordon.

Supplementation. Issue of supplements to this regulation is prohibited unless specifically approved by Commander, United States Army Signal Center and Fort Gordon (USASC&FG).

Administrative notes. The word "his" in this regulation is intended to include both the masculine and feminine genders. The word "shall" in this regulation indicates a mandatory requirement. The word "should" in this regulation indicates a recommendation or that which is advised but not required.

Suggested improvements. The proponent of this regulation is the Directorate of Public Safety. Users are invited to send comments and suggested improvements on Department of the Army (DA) Form 2028 (Recommended Changes to Publications and Blank Forms) to Director of Public Safety, ATTN: ATZH-PSF and/or submit DA Form 1045 (Army Ideas for Excellence Program (AIEP) Proposal) to installation AIEP coordinator.

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*This regulation supersedes USASC&FG Regulation 420-4, 31 January 1991.

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Section I. General

1. Purpose. This regulation establishes policies, procedures, and standards and defines responsibilities for an effective Fire Prevention Program.

2. References. Related publications are listed in appendix A.

Section II. Fire Prevention General Information

3. Need for fire prevention. The Department of Army (DA) requires every activity to have an aggressive fire prevention program. Commanders, facility managers, and supervisors shall monitor their fire prevention program with emphasis in the indoctrination of personnel regarding prevention of needless fires.

4. Fire prevention standards. Hazardous conditions of a peculiar nature for which criteria have not been established or published shall be resolved by the Installation Fire Chief.

5. Fire reporting procedures. It is the duty of each individual who discovers a fire to notify the installation fire department by the quickest means available, whether the fire has been extinguished or not.

a. Fire emergencies shall be reported using one of the following methods:

(1) On-installation Class A or C telephones - dial 911.

(2) On-installation commercial telephones and military family housing occupants - dial 911.

b. Provide the following information to the emergency dispatch center when reporting a fire:

(1) Building number, building name and address.

(2) Nature/type of fire.

(3) Name and grade of person reporting the fire.

c. Please do not hang up until the alarm center operator tells you to.

d. After reporting a fire, direct the fire apparatus to the fire scene and, if possible, direct other personnel that are trained to apply temporary measures to control the fire pending arrival of the fire department.

e. Installation and commercial telephones.

(1) Installation telephones are required to be labeled as follows:

IN CASE OF FIRE
DIAL 911

BUILDING #

(2) Commercial telephones are required to be labeled as follows:

IN CASE OF FIRE
DIAL 911
BUILDING #

NOTE: Labels (DA Label 179 (Fire/Police/Ambulance Telephone Numbers Label)) are available at Center Publications, Building 71406.

6. Supporting activities.

a. Emergency crews, designated by Johnson Controls Incorporated, shall respond to a fire emergency when notified to assist the fire department.

b. Dwight David Eisenhower Army Medical Center (DDEAMC) shall dispatch an ambulance when notified and report to the senior fire officer.

c. The military police (MP) desk sergeant shall dispatch patrols to the fire scene to provide traffic control, security of government property, and assist in fire investigation when requested by the Installation Fire Chief or his authorized representative.

Section III. Procedures and Responsibilities

7. Fire prevention duties and responsibilities.

a. The Director of Public Safety (Installation Fire Marshal) is responsible to the Commanding General for fire prevention and fire protection at this installation, satellite off-installation facilities, and other activities where facilities engineering support is provided as well as technical development and execution of an effective fire prevention and protection program for the entire installation or other support activities.

b. Directors, chiefs of principal organizations, and major commanders are appointed area fire marshals and are responsible for the fire prevention program in their areas of responsibility. Area fire marshals shall appoint in writing the required number of facility fire wardens to assist in the performance of this duty to the Installation Fire Chief, Fire Prevention and Protection Division.

(1) Appointment orders shall contain the following as a minimum:

(a) Full identification of appointed individual.

(b) Assignment of a specific area of responsibility as determined by building and areas assigned to activity or unit.

(c) Special instructions directing each appointee to personally contact the Installation Fire Chief or his representative upon initial appointment.

(2) Area fire marshals shall ensure each new appointed facility fire warden completes the computer-based-self-study course within 1 month of appointment. This computer based program shall be obtained from the Fire Prevention Branch.

(3) Area fire marshals shall assure that employees are trained an understand their fire prevention responsibilities, fire reporting, facility evacuation procedures, and first aid firefighting procedures.

(4) Area fire marshals shall report to their commanders or supervisors for appropriate action of any person(s) causing damage by fire as a result of failure to comply with the provisions of this regulation or acts of negligence or carelessness. Fire marshals shall also report any person responsible for the transmission of false

alarms or cause of such by any attempt to alter or damage the function of fire detection and/or protective systems.

(5) Area fire marshals shall ensure emergency contact name and phone numbers are posted at the main entrance of all buildings within their responsibility.

(6) Area fire marshals shall ensure all buildings within their responsibility are numbered and the numbers are visible from the road.

c. Fire evacuation drills.

(1) Commanders having the responsibility for the quartering of troops shall prepare an adequate plan to ensure that sleeping personnel are promptly aroused and evacuated in case of fire during the night.

(2) When directed by the area fire marshal concerned, fire evacuation drills shall be held by the facility fire warden. During fire evacuation drills in buildings that have more than one means of egress, one exit shall be barred to simulate that exit being obstructed by fire. This practice shall familiarize occupants with alternate means of egress for use in an emergency. A different exit shall be varied during each successive drill.

(a) During a fire evacuation drill, participating individuals shall continue under drill discipline even after reaching the outside area or place of safe assembly to ensure complete evacuation and accountability of all personnel.

(b) When all personnel have been assembled in the area designated by the area or facility fire warden, the appropriate fire warden shall present a critique of the drill.

(c) Fire evacuation drills that involve the response of motorized fire fighting apparatus without prior warning and approved by the Fire Chief is prohibited.

d. Activity supervisors shall be thoroughly familiar with this regulation and shall ensure proper dissemination of and rigid compliance with this regulation.

8. Construction, alterations, and modernization.

a. Sound fire protection engineering is required in all repair and construction projects; this shall limit fire spread and save lives and property. Fire protection systems and construction features shall comply with Department of Defense fire protection policies, MIL-HDBK-1008B, and National Fire Protection Association standards. Special emphasis shall be placed on providing adequate fire protection in facilities that are highly susceptible to loss of life and those that house high-value or mission-essential processes or equipment.

b. Installation fire protection personnel shall review all construction alteration and renovation projects (including DD Forms 1391 (FY Military Construction Project Data)). This includes nonappropriated funds (NAF), Army and Air Force Exchange Services (AAFES), and self-help projects. Construction, alteration, and renovation projects shall be coordinated with the Directorate of Public Safety, Fire Prevention and Protection Division prior to bid advertising or authorization to proceed with construction.

c. Interior finish materials installed as a part of change, alteration, or modernization projects and movable partitions shall be in accordance with MIL-HDBK-1008B criteria. Fire retarding chemicals listed by recognized testing laboratories may be considered for treatment of existing interior finish materials.

d. Contracting officers shall include a statement in special contract requirements of construction project solicitations and contracts substantially as follows:

Fire Protection. Contractor shall comply with Fort Gordon Regulation 420-4 in performance of work on the job site. A copy of this regulation may be viewed by prospective offerors at the contracting office. In case of conflict with contract plans and specifications, nothing contained in this regulation shall be construed as altering them without prior coordination with and approval by contracting officer.

e. Installation fire protection personnel shall be notified in writing of all pre-construction conferences, pre-final inspections, and final inspections.

9. Life safety.

a. Exit facilities.

(1) Exit facilities shall be arranged for full compliance with National Fire Protection Association 101.

(2) Restrictive hardware, such as padlocks and hasps, throw-bolts, and cross-bars shall not be installed on any exit door except as permitted by National Fire Protection Association 101. Where either physical or classified security is a major concern, judicious use of a two-point (top and bottom) latching panic hardware, without exterior door operating hardware, is an effective measure. Such doors, particularly when not normally under direct observation by operating personnel, may also be provided with simple effective door alarm devices as an additional control measure.

(3) Knock-out or kick-out panels or emergency escape panels of any kind are not permitted in lieu of standard exit facilities as required by National Fire Protection Association 101. Whenever it is necessary to block, obstruct, or rearrange any existing exit in a manner which destroys or reduces its function, an additional exit or exits designed, located and arranged in strict conformance with National Fire Protection Association 101 shall be provided.

(4) Padlocks and/or hasps are not permitted on interior/exterior doors, except for storage or industrial occupancies, unless arranged to be locked in the open position. Occupants of these types of buildings/rooms should be able to unlock doors from the inside without using a key.

(5) Exit illumination and marking shall comply with National Fire Protection Association 101. It shall be the building occupants responsibility for the replacement of bulbs in exit lights.

(6) Stairs and stairways shall comply with National Fire Protection Association 101 with particular attention given to the following:

(a) Do not use stairways enclosures for storage or for any purpose other than a stairway.

(b) Protect opening to stairway enclosures by self-closing doors. Do not hold stairway door open by wedging or blocking or by any other device which prevents the doors closing automatically unless specifically designed.

(7) Personnel shall not lock open, block, or otherwise obstruct the normal operation of fire doors or fire shutters.

(8) Removal of door closures (i.e. self-closures) shall be prohibited.

(9) Removal of fire doors shall be prohibited.

(10) Approved fire doors shall not be altered or modified.

(11) No exit door shall be locked while the building is occupied.

10. Draperies and decorations.

a. Furnishings and decorations in building occupancies such as health care, day care, and places of assembly shall be in compliance with the requirements of National Fire Protection Association 101.

b. Burning scented or decorative candles and similar open-flame devices in barracks, bachelor officers' quarters (BOQ), and similar sleeping occupancies is prohibited except for religious purposes only.

11. Care of buildings.

a. Rubbish and debris.

(1) Police working and storage areas, new construction, and repair areas regularly to reduce fire hazards.

(2) Dispose of rubbish and scrap materials in properly identified and located in noncombustible cans, bins, or receptacles. Remove rubbish from buildings at the close of the normal workday and take to locations approved for rubbish disposal or for temporary storage. Keep work areas reasonably free of combustible debris accumulation.

(3) Use only metal containers or nonmetallic containers that are approved by a nationally recognized testing laboratory for disposal of combustible trash or rubbish inside buildings.

(4) Place dumpster units and other central trash disposal units at least 15 feet from any building. Dumpster lids shall be kept closed, except when refuse is being loaded into dumpster.

(5) Store soiled rags in metal containers with self-closing metal covers until removed from building.

(6) Store steel wool, a combustible material, separately in covered metal containers.

b. Personnel service rooms.

(1) Metal or testing-laboratory-listed plastic trash receptacles with self-closing lids shall be used in all restrooms or latrines and in other areas where paper towels or disposable paper or plastic cups are used.

(2) Clothing lockers shall be adequately ventilated and kept in a clean and orderly condition. Materials shall not be stored on top of or underneath lockers. Work clothing in lockers should be regularly aired and cleaned.

(3) Flammable liquids, chemicals, paints, paint-soaked rags, and similar materials shall not be kept in clothing lockers.

(4) Combustible materials shall not be placed on radiators, heaters, or steam pipes.

c. Attics and concealed spaces. Attics and concealed spaces shall be kept clean. Attics without sprinklers in other than family quarters shall not be used for storage.

d. Securing buildings at close of workday.

(1) All doors, including fire doors and windows shall be secured properly at the close of working hours unless excepted in writing by the Installation Commander or authorized representative.

(2) The person in charge shall shut off portable electric appliances and heating devices that are not required to be kept in operation during the night at the close of work hours.

(3) Exit doors shall not be secured in any manner which shall prevent their use as an exit at all times when the building is occupied.

(4) Mops, cleaning gear, and other material subject to spontaneous ignition shall be kept outside of buildings or stored in metal containers with tight-fitting self-closing lid.

(5) Unused paint, brushes, drop cloths, rags, and like items shall be removed from buildings at the close of the workday. An exception is in paint shops where full precautions are taken daily to store paints and related supplies. Any material left at the job site shall be placed in a metal container with tight-fitting self-closing lid and placed at least 15 feet from the building. Trash and other waste material shall be removed daily.

(6) Soiled rags used in connection with repair shops, painting, or other such operations, shall be removed from the building or placed in a metal container with tight-fitting, self-closing cover.

e. Vacant buildings.

(1) Vacant buildings shall be secured against unauthorized trespass. Doors shall be locked and windows barred with wood or fixed shutters to prevent access, where necessary.

(2) Electrical power to vacant buildings shall be shut off by either disconnecting the incoming power lines outside the building, opening main or all distribution power master switches. If possible, secure power switches with padlock. Power for fire alarm systems and support of sprinkler systems shall be maintained.

(3) Fuel inlet valves shall be closed and sealed on furnaces, boilers, and other means of heating in vacant buildings where heat is not required to prevent freezing of sprinkler system or plumbing.

(4) The Fire Prevention Branch shall be notified in writing whenever a building becomes vacant and when it is again occupied.

f. Storage buildings. All relocatable storage buildings shall be identified by stenciling the number of the closest building that is on the real property list followed by an alphabetical letter, starting with the letter A. All additional storage buildings shall be numbered in alphabetical order. Example: Building 39720 has two relocatable storage buildings. The first building shall be numbered 39720-A and the second 39720-B.

g. Parking of vehicles.

(1) Parking of vehicles shall be controlled to ensure free access of emergency response equipment to all sides of buildings, structures, fire alarms, post indicator valves, fire department connections and fire hydrants.

(2) Vehicles shall not be parked closer than 15 feet of any building or structure, except while loading or unloading.

(3) Vehicles shall not be parked between buildings or structures that are not separated by a distance of at least 50 feet.

(4) Vehicles shall not be permitted in any building for repairs or storage, except for approved maintenance buildings or with written approval of the Installation Fire Marshal and Installation Fire Chief.

12. Use of buildings.

a. Sleeping areas.

(1) Using buildings or portions of buildings, other than approved barracks or quarters, as sleeping facilities is prohibited, except upon written approval by the Installation Fire Marshal or authorized representative. Reserve center buildings are exempt from this requirements provided areas comply with the requirements of National Fire Protection Association 101 and adequate hard wired smoke detectors are provided for early warning detection.

(2) Using attic space in any building, including quarters, as a sleeping area is prohibited.

(3) Using space in any building accessible only by scuttle, hatch, or trap door, or served by other than a standard stairway, as a sleeping area is prohibited. The use of below-grade basement areas for living and sleeping is only permitted when there is a second means of escape in compliance with National Fire Protection Association 101.

b. Changing occupancy or use.

(1) The Installation Fire Marshal and the Fire Chief shall review changes in the use of occupancy of any building, structure, or area. In any building or structure, whether necessitating a physical alteration or not, a change from one occupancy classification to another, or from one occupancy subclassification to another subclassification of the same occupancy, shall be permitted only if such building or structure conforms with the requirement of National Fire Protection Association 101.

(2) Pump houses, generator buildings, transformer stations, and furnace electrical equipment and mechanical equipment rooms shall not be used for other than their designed purposes. Storage is prohibited in these areas. These areas shall be secured to prohibit unauthorized entry.

(3) Plans for major changes or closing of roadways shall be coordinated with the Installation Fire Marshal and the Fire Chief.

c. Special occupancies. Nursery, kindergarten, day care center, or first grade occupancies shall not be located in a basement or above the first floor, except under special conditions where approval is granted by the Garrison Commander. Full compliance with National Fire Protection Association 101 and AR 608-10 is required.

13. Common hazards.

a. Heat.

(1) All building heating equipment shall be labeled and/or listed by the American Gas Association, Underwriters Laboratories, Inc. (UL), or Factory Mutual Laboratories (FM) and shall be installed, maintained, and operated under the approval listings, manufacturer's operating instructions, and the National Fire Codes.

(2) There shall be adequate clearances between heating equipment and combustible material. Clearances for listed equipment shall not be less than the minimum given in the listings. Existing unlisted equipment shall be governed by the clearances indicated in the National Fire Codes.

(3) The use of unvented hydrocarbon-fueled heating appliances inside buildings is prohibited. Hydrocarbon fuels include natural gas, gasoline, fuel oil, alcohol and petroleum based oils and kerosene. Duct-type portable gasoline-fired heaters (e.g., Herman Nelson or similar models) are not authorized for heating any building unless prior approval is obtained from the Garrison Commander and only if the use is temporary and held to a minimum.

These types of heaters are designed for outside operation and are intended primarily for field uses such as heating large tents, maintenance shelters, operators compartments for tactical vehicles, and preheating aircraft engines or keeping them warm during idle periods.

(4) Using open flame heating devices is prohibited in areas subject to accumulation of flammable vapors such as gasoline stations, garages, paint shops, and aircraft hangars. Exceptions are the installation of suspended oil furnaces and gas-fired unit heaters when the use, location, and installation of such equipment is permitted by specific provisions of pertinent sections of the National Fire Codes and the unit is specifically listed and/or approved for such installation.

(5) Covered metal containers shall be provided for ashes where solid fuels are used.

(6) Portable electric heaters are generally prohibited for energy conservation purposes; however, when otherwise permitted, written approval of the Directorate of Public Works shall be required for heater use. Such heaters, when permitted, shall be listed and shall be of a type in which the electrical circuitry is automatically shut off if unit is tipped over. Power supply cords and plugs shall be in good condition and supply circuit shall be adequate for safe use.

(7) Lint traps for domestic type clothes dryers shall be cleaned after each use. Properly vent dryers to outside of building. Avoid excessive length of vertical runs of vent pipe to reduce lint accumulation in piping.

b. Electricity.

(1) The current edition of National Fire Protection Association 70 shall be the minimum standard for all electrical wiring and equipment. Only authorized electricians shall install, repair, and charge electrical wiring, fitting, or attachments for electrical appliances.

(2) Defective electrical equipment shall be reported to the work order branch of the Directorate of Public Works for repair or removal by authorized electricians.

(3) Use only electrical appliances and devices that bear the UL-label or those listed by other approved testing agency. Appliances or devices that do not have the UL-label or other approved listing (e.g., decorative lamps and small electrical appliances acquired in Europe and the Orient) shall not be connected to a power source unless continuously under observation. Such items are prone to electrical breakdown under limited usage, and cord insulation is often inadequate for safety.

(4) All electrical wiring equipment and devices, including electrically operated vending machines, water coolers, and clocks installed and operated in aircraft hangars, automotive repair shops, and other occupancies where flammable vapors, gases, or dusts may be present, shall be UL-listed for the particular hazardous area and comply with National Fire Protection Association 70.

(5) The Directorate of Public Works may require permits for installation and use of any electrical hot plate, coffee maker, or heater. Unauthorized installation is not permitted. Electrical circuits shall be checked by electrical shop personnel to ensure that circuits are not overloaded.

(6) Soldering irons, hot plates, coffee makers, office machines, and other nonfixed electrical devices shall be turned off when not in use. There

shall be adequate clearance between all heat-producing electrical devices and combustible material. The use of automatic timers to control power supplies is

prohibited.

(7) Fusing of circuits shall be compatible with the safe current-carrying characteristics of the circuit wire (i.e., circuits shall not be overfused). Ground-fault-circuit interrupters shall be provided for receptacles in accordance with National Fire Protection Association 70.

(8) Electric switches, circuit breakers, and fuses in power panels shall be labeled correctly to indicate the circuits or devices they control. Provide continuously clear access to all panels.

(9) Devices which interfere with the normal operation of a circuit breaker or fuse shall not be installed. Whenever a circuit has been interrupted by a tripped breaker or blown fuse, the source of the disturbance shall be located and eliminated before restoring power to the interrupted circuit. Circuit breakers are not to be used as switches, unless the breaker is specifically designed for switching.

(10) Lamp fixtures in damp or hazardous locations and in areas subject to grease accumulation (such as under hoods over cooking ranges/fryers) shall be of types specifically approved for such locations.

(11) Not more than two electrical cords per outlet are permissible. The "Octopus" arrangement of multiple plugs shall be prohibited.

(12) All domestic-type washing machines, clothes dryers, vending machines, portable electric tools, and lights, shall be electrically grounded in accordance with National Fire Protection Association 70.

(13) Electrical cords shall be without splices and shall not be hung over nails, rafters, or in a manner which would constitute a fire hazard. Electrical cords shall not be placed under rugs, carpets or other combustible materials. Extension cords shall not be used in lieu of permanent wiring and shall not run through walls, ceilings, floors, doorways, windows, or other similar openings. Extension cords shall not be equipped with more than one male and one female connection. The use of multiple type plugs shall be prohibited.

(14) Surge protectors shall be permitted for use on computers, printers, facsimile machines, and like equipment. The use of surge protectors for extra or more convenient outlets shall be prohibited.

c. Smoking.

(1) Smoking is prohibited in all warehouses, transit sheds, packing sections, and salvage buildings and areas.

(2) Smoking is prohibited at all times in attics, lofts, roofs and understructures, bunks or beds, theaters (including projection rooms), and gymnasiums.

(3) Smoking is prohibited in vacant or secured buildings, battery charging rooms, woodworking shops, paint shops and sheds, photographic processing rooms, fuel storage areas, or any place where flammable liquids or explosives are handled or where explosive dust or vapors may be present.

(4) Smoking is prohibited within 50 feet of gasoline dispensing operations, bulk oxygen storage facilities, areas where bituminous or plastic coatings are being applied, flammable liquid or gas handling storage areas, and aircraft parking areas.

(5) Smoking is prohibited in all areas where explosives, chemicals, flammable or highly combustible materials are stored or handled.

(6) Smoking is prohibited in Fort Gordon theaters and exchange outlets except in designated smoking areas. The appropriate signs shall be posted.

(7) An adequate number of suitable metal receptacles for discarding smoking materials shall be provided in areas where smoking is permitted. Such receptacles shall not be used as wastebaskets.

(8) Smoking materials shall not be thrown from vehicles.

d. Air conditioning and air handling.

(1) Air conditioning and air handling equipment rooms, including boiler and furnace rooms, shall not be used for storage. Secure rooms from unauthorized entry.

(2) Electrical circuitry supply to air conditioning units shall be in conformance with National Fire Protection Association 70.

14. Special hazards.

a. Flammable and combustible liquids. All flammable and combustible liquid storage shall be in conformance with the requirements of National Fire Protection Association 30. Flammable liquids are defined as any liquid with a flash point below 100 degrees Fahrenheit (37.8 degrees Centigrade). Flammable liquids include gasoline, alcohol, naphtha, lacquer paints, and thinners. Combustible liquids are defined as any liquid which shall burn but has a flash point in excess of 100 degrees Fahrenheit. Combustible liquids include those such as kerosene, mineral spirits, or diesel fuel.

(1) Flammable liquids shall not be used for cleaning equipment parts. Nonflammable cleaners or solvents and/or water-solvent detergents shall be used for such purpose.

(2) Flammable liquids shall not be used to clean or refinish floors, desks, or other furniture and furnishings.

(3) Personnel shall observe the following precautions if a combustible liquid (mineral spirits) is used for floor cleaning or refinishing:

(a) Provide all possible ventilation and/or adequate mechanical ventilation to dissipate vapors.

(b) Prohibit smoking in the work place.

(c) Keep all open flames and spark-producing devices away from the work area.

(d) Shut off all pilot lights in the vicinity.

(e) Clean only a small area at a time.

(f) Restrict the amount of fluid to that necessary for the immediate operation.

(g) The use of paste wax on floors shall be prohibited.

(4) Day-to-day stocks of flammable liquids shall be kept only in an approved flammable liquid cabinets. Containers shall be plainly marked to indicate the nature of the contents. Storage shall be arranged to comply with National Fire Protection Association 30.

(5) Gasoline and other flammable liquids shall not be kept, stored, used, or dispensed within any building except by means of listed safety cans in good condition, unless in a flammable liquid dispensing room. Glass containers are prohibited, except where permitted by National Fire Protection Association 30 for storage of chemically pure liquids.

(6) Gravity discharge of any flammable liquid from tanks, drums, or containers other than listed safety cans is prohibited within all buildings.

(7) Flammable liquids shall be drawn from or dispensed into tanks or containers within buildings only with the drum in an upright position, using an approved manually-operated barrel pump, and only in locations approved as flammable liquid dispensing rooms.

(8) Combustible liquids shall be stored in closed metal containers having an individual capacity of not more than 5 gallons. The use of glass or plastic containers other than listed safety cans is prohibited, except where permitted by National Fire Protection Association 30 for storage of chemically pure liquids.

(9) Tanks, hoses, and containers shall be bonded while flammable liquids are being poured or dispensed to prevent static electricity discharge.

(10) Transfer of flammable liquids or purging of tanks or containers by compressed air or gasses is prohibited.

(11) Gasoline, oil, or any other flammable/combustible liquid shall not be discharged into, or permitted to accumulate in, storm drains or sanitary sewers.

(12) Flammable liquids shall not be stored in any place of public assembly, club, barracks, BOQ, or buildings which are normally used as sleeping quarters.

(13) Gasoline storage in family quarters is prohibited. The storage of fuel in containers or in power mowers, outboard motors, and similar equipment with fuel tanks shall be in an outside building, cabinet, or such storage. If storage building is lacking, the following conditions shall be met:

(a) The aggregate amount in the container or equipment, shall not exceed 5 gallons.

(b) The storage area shall not contain and shall be remote from any possible source of ignition (e.g., water heaters, furnaces, electrical appliances).

(c) Adequate ventilation of storage area shall be provided to prevent the accumulation of flammable vapors. Storage in below-grade basements and cellars shall be prohibited.

(d) Storage area shall not be occupied as living space or used as an exit.

(e) Items stored shall not be subject to mechanical damage.

(f) All openings from the fuel tank and the supply line to the engine shut off where a valve is provided shall be tightly closed.

(g) Gasoline shall be stored only in a safety can that is listed by a nationally recognized testing laboratory.

(h) No refueling shall be conducted inside or within 15 feet of any building, including garages, basements, or attached right-of-way.

(i) Occupants shall be liable for losses by fire caused by the occupant's negligence in storage and use of flammable liquids.

(j) Gasoline-fueled lanterns shall be allowed to cool before refilling.

(k) Paste wax shall not be burned or heated over open flame.

(14) The use of gasoline-fueled field ranges inside buildings is prohibited.

(15) Use gasoline as fuel only. Other uses of gasoline are prohibited.

b. Fueling operations.

(1) Only authorized and properly trained personnel shall be permitted to operate major fueling equipment. Knowledge of the equipment hazards involved and the regulations for handling flammable liquid shall be required. The operator shall be familiar with nearest telephone, how to call the fire department, and location and operation of first-aid firefighting equipment.

(2) Self-service gasoline stations open to the public shall have a fully qualified attendant in the immediate vicinity of gasoline dispensing operations during all periods that the facility is open for use.

(3) Unattended gasoline stations are prohibited. This restriction does not apply to fueling points for military vehicles.

(4) Operators of vehicles and mobile equipment shall turn off engine, lights, and radio transmitters before taking on fuel.

(5) Vehicle operators, attendants, or others shall not smoke or light a match or lighter during fueling, and there shall be no open flame in the vicinity.

(6) Latching or locking devices, which restrict or impede the ability to automatically stop the flow of fuel, shall not be permitted on any gasoline or other flammable liquid dispensing nozzle. This does not preclude the use of listed and approved automatic nozzles.

(7) Operating any vehicle leaking fuel or excessive amounts of oil shall be prohibited until necessary repairs have been performed.

(8) Flammable liquid containers found to be leaking shall be moved to a safe location and contents transferred to serviceable containers. Leaking containers shall be disposed of properly.

(9) Glass or plastic containers other than plastic containers listed by a Nationally recognized testing laboratory (i.e., UL or FM approved) shall not be used for gasoline.

(10) Vehicles transporting explosives shall not be refueled with gasoline while explosives are in the vehicle, except in an emergency, then only with the engine stopped, all lights and radios off, and static grounding devices properly connected.

(11) Defective or leaking fuel dispensing equipment (e.g., nozzles, hoses, pumps) shall not be operated until restored to proper operational condition.

(12) Makeshift fuel dispensing or de-fueling arrangements are prohibited. Fuel dispensing, storage locations, arrangements, and equipment shall be in conformance with the pertinent requirements of the National Fire Code or applicable Army technical manuals. De-fueling into open containers is prohibited.

(13) Automotive vehicles and other spark-producing equipment shall not be operated within 50 feet of any fuel spill involving gasoline or fuels or similar characteristics until the spill has been cleaned up and all flammable vapors have dissipated.

(14) Fueling of lawnmowers and other gasoline powered equipment or dispensing of any flammable liquid shall be conducted outside of all buildings, including garages, basements, attached carports or storage rooms associated with family quarters. Inside fueling is prohibited. Allow equipment time to cool before refueling.

c. Parking of flammable liquid transport vehicles. Tank vehicles used for transporting flammable or class II combustible liquids shall be grounded (for static electricity) and shall be parked in groups of not more than three with a 50-foot separation between groups. Parking locations shall be selected so that the vehicles are accessible from all sides for fire fighting operations and so that any of the tank vehicles can be moved (either under their own power or towed) from their location without moving another vehicle.

d. Hazardous chemicals. Incompatible chemicals and compounds shall be kept separate and precautions taken to prevent accidental contact or contamination with incompatible materials, compounds, and agents. Many chemicals and compounds which are completely inert under normal conditions may become violently explosive when in contact with other compounds.

e. Tar pots and kettles.

(1) Kettles for heating tar, asphalt, and similar materials shall be equipped with proper heat controls and means of agitation to assure controlled uniform temperatures throughout the contents to prevent spot heating.

(2) Tar pots or kettles shall not be operated inside, on the roof, or within 25 feet of any building and shall be attended by a competent operator. A minimum of two 10-pound multi-purpose (A, B, C) dry chemical extinguishers shall be provided at the tar pot and at the area of tar application.

(3) When the material is applied within buildings or enclosed areas, the atmosphere shall be free of dust and adequate ventilation provided to completely remove all smoke and fumes.

f. Welding and cutting.

(1) All welding, cutting, sweating of copper piping, or burning operations shall be under the supervision and control of a competent supervisor who shall ensure compliance.

(2) Oxygen, acetylene, and other fuel gases shall be handled carefully and cylinders shall be secured by lashing, strapping, chaining, or clamping in an upright position. Cylinders shall be capped during storage or while being transported.

(3) Oxygen cylinders shall be kept free of oil and grease at all times. (A high pressure leak from an oxygen cylinder may cause sufficiently rapid oxidation to ignite gasoline, oil, grease, alcohol, or organic material and result in fire or explosion.)

(4) Oxygen and fuel gas systems in use shall be frequently inspected for evidence of leaks in hoses, couplings, valve stems and fittings, and other points in the system.

(5) Acetylene and oxygen valves at the cylinders shall be closed whenever the equipment is left unattended or when work is stopped for more than 15 minutes.

(6) Operators of electric welding equipment needing to leave or stop work for any appreciable time shall open the power supply switch to the equipment and disconnect the equipment from the source of power.

(7) The Fire Prevention Branch shall be notified whenever any cutting or welding is to be performed outside of an established shop. A qualified fire department representative shall inspect the work site before starting the operation to determine that all necessary fire prevention precautions are taken, that a properly instructed fire watch equipped with a minimum 10 pound multi-purpose (A, B, C) fire extinguisher is provided, and that the proposed operation does not constitute a hazard to life and property. If the operation is deemed safe, DA Form

5383-R (Hot Work Permit), signed by the inspector, shall be given to the operator and to the supervisor, if any. A copy of the DA Form 5383-R shall be maintained by the fire department. Each separate operation, work site, and day of operation shall require an inspection and issuance of a permit. No person at any time shall conduct any cutting or welding operation outside of an established authorized shop without an approved DA Form 5383-R.

g. Cooking.

(1) Cooking is permitted only in properly arranged and equipped authorized locations.

(2) No cooking or use of hot plates, electric frying pans, and similar small electrical appliances is permitted in private rooms of bachelor enlisted/officer quarters, and similar buildings unless such rooms or areas are provided with kitchens or cooking facilities. Microwave ovens may be authorized in bachelor enlisted quarters(BEQ)/BOQ facilities without kitchens, provided the electrical power supply is adequate.

(3) Hoods and ductwork over cooking surfaces shall be cleaned periodically to prevent excess grease accumulations. Snack bars and similar locations where cooking operations result in the production of substantial amounts of grease-laden vapors shall require cleaning more frequently.

(4) Exhaust systems over cooking surfaces where smoke or grease-laden vapors are produced shall have removable noncombustible filters or listed grease extractors. Cooking shall not be done unless all filters are in place.

(5) Hoods and associated duct systems over commercial type cooking equipment where grease-laden vapors are produced in clubs, snack bars, cafeterias, and other large food preparation facilities shall be protected and serviced in accordance with National Fire Protection Association 96.

(6) A standard supply of portable fire extinguishers listed for Class B and C fires shall be provided at all locations where cooking is conducted in accordance with National Fire Protection Association 10. Fire extinguishers are recommended but not required for cooking facilities in family housings.

(7) Charcoal grills shall not be used inside buildings, on porches, or on balconies. Charcoal grills shall be located at least 25 feet away from combustible materials when in use. When cooking has been completed, hot coals shall be quenched with water or covered with a noncombustible cover to prevent sparks or hot coals from being scattered by the wind.

h. Painting.

(1) Paint that requires flammable solvents or thinners or flammable cleaners shall not be used without first extinguishing or removing all potential sources of ignition in the immediate area.

(2) Flammable thinners, solvents, and cleaners shall be handled, stored, dispensed, and used only in accordance with this regulation pertaining to flammable liquids contained in paragraph 14.

(3) Tarpaulins and drop cloths used with oil based painting operations shall not be stored within buildings but shall be folded and stored in metal lockers that are detached at least 15 feet from any building.

(4) Spray paint shall not be used within buildings unless standard spray booths or rooms constructed and arranged in accordance with National Fire Protection Association 33 are provided for this purpose.

(5) Minor touch-up involving the use of small aerosol or pressurized spray cans may be conducted outside of a painting standard spray booth, provide all precautions of adequate ventilation are observed. Such operations shall be very

limited in scope.

(6) Spray booths shall be equipped with an exhaust ventilation system. Fans shall be nonsparking type, with explosion-proof fan motors located outside the booth. Exhaust systems shall be installed to conform to the standards of National Fire Protection Association.

(a) No smoking within 50 feet of spray booths except in a completely separated enclosed room or area.

(b) Clean filters and filter rolls shall be of noncombustible construction. They shall be inspected after each use, and clogged filters shall be removed and disposed of.

(c) Combustible materials shall not be stored within 3 feet of spray booths.

(7) Before refinishing floors, eliminate all sources of ignition including pilot lights for water heaters and appliances.

i. Open fires.

(1) No open fires shall be permitted on the installation at any time without the express approval and permission of the Garrison Commander.

(2) Burnishing of wood by use of a heat or flame-producing device is prohibited within any building.

(3) The use of open flame devices for removing paint from any structure is prohibited.

j. Batteries. All batteries shall be handled, stored, and disposed of in strict compliance with Technical Bulletin (TB) 43-0134.

15. Fire protection equipment.

a. Fire hydrants.

(1) Parking of vehicles and/or equipment shall not be permitted within 15 feet of any fire hydrant.

(2) Fire hydrants shall be used only for their intended purposes and shall be operated only by authorized personnel using only standard hydrant wrenches.

(3) When no other source of water is available at construction sites and water is required for construction purposes, permission may be granted by the Directorate of Public Works to use a hydrant as a source of water. In such cases, immediate written notice shall be given to the fire department and the usage shall be subject to the following limitations:

(a) Connection to a fire hydrant shall be limited to not more than one 1 and 1/2 inch hose.

(b) Only one connection shall be permitted per hydrant.

(c) Each connection shall be by a gated or valve connection to a single 2 and 1/2 inch outlet of a hydrant. Flow shall not be throttled by means of the main hydrant valve which, when in use, shall be fully opened.

(d) The fire department shall not furnish hose, valves, etc.

(e) Any fire hydrant found to be leaking, damaged, or defective shall be reported to the fire department immediately so that proper repair may be started.

(f) Whenever any fire hydrant is placed out of service for any reason, the fire department shall be notified immediately. Out of service hydrants shall be marked with a metal disc approximately 9 inches in diameter painted a conspicuous color, and attached to the hydrant by means of a hole in the center of the disc which shall fit over the hydrant outlet and be held in place by the outlet cap. The fire department shall be notified immediately whenever an out of service hydrant is restored to service.

b. Fire lanes.

(1) No vehicle, equipment, or storage shall obstruct a prescribed fire lane.

(2) Prescribed fire lanes within or exterior to buildings or structures shall be identified by the Directorate of Public Works and clearly marked.

c. Sprinkler equipment.

(1) Automatic sprinkler systems shall be installed in accordance with MIL-HDBK-1008B and National Fire Protection Association 13 and 101.

(2) Sprinkler systems which operate during an actual fire shall not be shut off except upon directions of the senior fire officer.

(3) Sprinkler systems which operate due to mechanical injury, breakage, or other nonfire related causes, shall be shut off as soon as it is determined that no fire exists. The fire department shall be notified immediately of the sprinkler impairment.

(4) Only properly authorized personnel shall maintain and test sprinkler systems.

(5) Whenever any sprinkler system is withdrawn from service for any reason, the fire department shall be notified immediately.

(6) Storage shall be kept at least 18 inches below all sprinkler heads and/or piping.

(7) All building modification projects in buildings with sprinkler systems shall include provisions for rearranging the sprinkler system as necessary for compliance with National Fire Protection Association 13.

d. Fire extinguishers.

(1) Fire extinguishers shall be supplied as part of construction projects in accordance with MIL-HDBK 1008 and National Fire Protection Association 10.

(2) Where fire extinguisher cabinets are not provided, there shall be suitable hangers or supports for extinguishers. Fire extinguisher shall be installed so that the top of the fire extinguisher is a minimum of 4 feet with a maximum of 5 feet from the floor surface.

(3) Whenever any fire extinguisher is discharged or partially discharged for any reason, contact the fire department and arrange for recharging. The Fire Prevention Branch shall provide advice on type and placement of extinguishers to comply with National Fire Protection Association 10.

(4) Fire extinguishers shall not be relocated or removed from their assigned locations without Fire Prevention Branch approval.

(5) Area fire marshals shall inspect all fire extinguishers within their respected area on a monthly basis, and shall be documented.

16. Range and forest fire prevention.

a. Policies and procedures.

(1) Units undergoing training shall ensure that sufficient brooms and shovels are available to fight fires during field exercises.

(2) Cigarettes shall not be discarded until field stripped and completely extinguished. Burned matches shall not be discarded until completely extinguished and cooled. Cigarettes shall not be thrown from vehicles.

(3) Signs of smoke in grass or wooded areas shall be reported to the fire department (dial 911).

(4) The Directorate of Public Works, Forestry Branch obtains forest fire weather information from the Georgia Forestry Commission to determine forest fire danger. Forest fire danger is posted at Range Control and the Forestry Branch, Directorate of Public Works. When the forest fire danger category reaches 4 or 5, Directorate of Public Works, Forestry Branch shall call Range Control to alert them of the danger and the Public Affairs Office to place information on the Fort Gordon cable television system.

b. Categories of fire danger.

(1) Fire Danger 1 is when a fire does not ignite readily from small firebrands, although a more intense heat source, such as flares, grenades, and firecrackers may start fires. Fires in open grassland may freely burn. There is little danger of spotting.

(2) Fire Danger 2 is when a fire will start from most accidental causes. Fires spread rapidly and short distance spotting is common. Fires may become serious and their control difficult.

(3) Fire Danger 3 is when a fire ignites readily and start easily from most causes. Fires spread rapidly and short distance spotting is common. Fires may become serious and their control difficult.

(4) Fire Danger 4 is when a fire starts easily from all causes and spreads rapidly increasing in intensity. Spot fires are a constancy danger.

(5) Fire Danger 5 is when a fire will start quickly, spreads furiously, and burns intensely. All fires are potentially serious. The development into high intensity burning is usually faster than Fire Danger 4 and occurs from smaller fires. Crown fires may develop and the fire becomes unmanageable until weather changes or the fuel supply decreases.

c. Restrictions during Fire Danger 1 and 2.

(1) Smoke grenades, flares, and simulators are extremely hazardous and easily start wood and grass fires, even after rains. Special precautions shall be exercised in their use and they shall not be used in areas of highly flammable grass and leaves. An area shall be cleared for their use and a responsible individual detailed to watch all devices to ensure they are totally burned out.

(2) Caution shall be exercised in the use of warming or any other open fires. The area shall be cleared of all flammable materials for a distance of at least 3 feet and fires shall be smothered with water, covered with dirt, and completely extinguished before being abandoned. Fires shall not be left burning in drums or in open areas.

(3) Burning of trash, debris, leaves, pine needles, grass, etc., or burning off of any area on the installation is prohibited except for controlled burning performed by the Forestry Branch, Directorate of Public Works.

(4) It is incumbent upon each individual to ensure all matches, cigarettes,

cigars, etc., and ashes are completely extinguished before disposal.

d. Restrictions during Fire Danger 3. The above restrictions apply except that units scheduled to use fireworks, pyrotechnics, or fires of any description in organized training shall notify the Forestry Branch, Directorate of Public Works at 791-2327/5016, and provide unit designation, area to be used, and what activities are proposed.

e. Restrictions during Fire Danger 4 and 5.

(1) Anything that has the potential of starting fires, i.e. tracers, explosives, booby traps, simulators, warming fires, flares, blanks (except for M-16), etc., shall not be used.

(a) Exception 1: For the conduct of essential and specific firing exercises and only with the prior approval of the Forestry Branch and the Installation Fire Marshal. Approval shall be granted only when firefighting equipment and personnel are immediately available.

(b) Exception 2: Permission is granted by the Forestry Branch for the firing of tracers and use of demolition in areas which have been controlled burned.

(2) Open fires of any type shall not be permitted.

f. Action in case of a fire.

(1) Immediately, upon discovery of a fire, all units in the vicinity of the fire shall cease training and make every effort to extinguish it. All range and training area fires shall, upon discovery, be reported to Range Control and the Fire Department.

(2) Under no circumstances shall individuals or units enter any impact area to extinguish a fire without the approval of the Range Control Officer.

(3) Unit reporting the fire shall direct the fire fighting units to the fire and remain at the scene until released by the Forestry Branch or his authorized representative.

g. Fighting fires.

(1) The Forestry Branch, Installation Fire Chief and/or his authorized representative have the authority to use the services of military personnel and equipment within the vicinity and/or request additional troop support to assist as required.

(2) Under the terms of the Mutual Aid Agreement between Headquarters, U. S. Army Signal Center and Fort Gordon and Georgia Forestry Commission, trained professional forest firefighting personnel and equipment are readily available.

17. Storage and warehouses.

a. Storage shall not interfere with fire lanes or inhibit access to fire valves, fire hoses, fire extinguishers, fire escapes, fire exits, or fire doors. A clearance of 18 inches minimum shall be maintained between sprinkler heads, ceilings, ceiling lights, electrical fixtures, and stored materials. Stacks more than 15 feet high or which contain unusually hazardous materials shall not be piled closer than 36 inches to sprinkler heads.

b. Doors and exits shall not be blocked.

c. Access aisles shall be maintained to provide convenient access to all portions of the storage areas. Access aisles shall not be less than 8 feet in width.

d. Cross aisles of not less than 4 feet in width shall be provided for stacks up to 10 feet in height. Where stacks exceed 10 feet in height, cross aisles shall be at least 5 feet.

e. Combustible materials, such as excelsior, rags, and shredded paper, shall be stored in fire resistant bins with fusible link or self-closing doors.

f. Materials shall not be stored under or piled against building doors, exits, or stairways. Materials shall not be stored within 25 feet of any structure.

g. A 24-inch space shall be maintained between stored combustible materials and interior finish, fire walls and partitions.

h. Containers, drums, or other approved receptacles containing flammable liquids shall not be stored in general storage areas, but shall be stored in locations specifically constructed according to current directives for this type storage. This also applies to empty flammable liquid containers.

i. Packing materials shall be kept in the original bales until used. Broken bales shall be kept in all metal lined bins with automatic self-closing covers. Waste from packing/unpacking or other sources shall not be allowed to accumulate in hazardous quantities. All waste shall be removed outside daily at the end of the workday/shift and disposed of in designated containers.

j. Floor sweeping compound shall be stored in metal containers with tight-fitting self-closing lid. Oiling of floors is prohibited.

k. Boiler rooms, utility rooms, and hot water heater enclosures shall not be used for storage purposes.

l. Storage is prohibited under stairways and in stairwells.

m. Gasoline powered equipment shall not be refueled or serviced inside any storage building.

n. Empty pallets shall be stored outside the building.

18. Family housing. It is expected and required that adult occupants shall exercise ordinary prudence in their own conduct and shall impose reasonable control on minors in their households. The prevention of fires is the paramount objective.

a. Smoking in bed is prohibited. Individuals are responsible for safe disposal of smoking materials.

b. Accumulation of trash on floors or near buildings is prohibited. Outdoor trash containers shall be a safe distance from the building.

c. Barbecue grills shall not be used indoors, on porches, in garages, or carports. Barbecue devices shall be under close supervision of an adult at all times when in use.

d. Fireworks are prohibited.

e. Storage is prohibited in heater rooms or heater closets.

f. Flammable liquids shall be kept in safe containers, away from sources of ignition, and safe from tampering by children. Small quantities (one pint or less) may be kept in metal containers capable of being tightly closed. Larger quantities shall be kept in standard UL listed, self-closing safety cans. Quantities over one pint shall not be stored in living quarters.

g. Electrical installation, repair, and change in electrical wiring, fittings, or attachments for electrical appliances shall not be permitted except by authorized

electricians, except for specific items covered in the U-Do-It program.

h. To ensure for the safety of all occupants, a fire plan shall be developed. The plan should be clear and uncomplicated, so that all members can understand and carry out their assignments. The following principles are essential:

(1) Immediately upon discovery of fire, all family members shall leave or be removed from the building.

(2) Once outside, never let anyone reenter the building.

(3) As you leave, close doors behind you.

(4) Designate a meeting place outside. If someone is missing, notify the first arriving firefighter.

(5) If possible, report the fire to the fire department (dial. 911), but do not risk injury to use your own telephone (use a neighbors).

(6) Notify all occupants in adjoining quarters or houses.

i. Grease hoods and fans shall be kept clean. Combustibles shall be kept at a safe distance from open flame areas.

(1) Inspect range hood fire extinguishing system to ensure the safety pin has been removed and the gauge on the extinguisher reads in the green zone.

(2) If deficiencies such as crimped copper tubing, low gauge reading, or grease caps missing from nozzles are found, notify Housing Maintenance at once.

(3) Grease fires in kitchens can normally be safely controlled at the start. Fires in skillets, broilers, and deep fat devices can usually be extinguished by covering with a lid. A lid should be kept conveniently available for this purpose. Turn off the burner control as soon as possible. Do not attempt to move any type of container that contains burning grease.

19. Fire prevention for contractors/concessionaires. Contractors/ concessionaires shall comply with this regulation to include the following:

a. Smoking is prohibited in any area, building, or location where such an act shall result in possible loss of life or destruction of property by fire or explosion. Smoking materials shall be deposited in designated smoking receptacles.

b. Remove debris from building or area before quitting time each day and deposit in accordance with installation disposal requirements.

c. The use of heat producing devices in or adjacent to buildings shall be coordinated with the Installation Fire Chief.

d. First aid fire extinguisher(s) shall be the responsibility of the contractor.

e. Any work that shall affect the operation of an installed fire alarm system shall be coordinated with the Installation Fire Chief.

f. All employees shall be indoctrinated on methods of preventing and reporting fires.

g. All fires on Fort Gordon shall be reported.

h. Welding and cutting operations shall be in accordance with paragraph 14 above.

i. Contractors shall not use or close off water mains or hydrants without

approval of the Installation Fire Chief.

20. Places of public assembly.

a. Managers of places of public assembly and recreational facilities shall establish a sound fire prevention program and shall assure that employees are trained and understand their fire prevention responsibilities, fire reporting, facility evacuation procedures, and first aid firefighting procedures.

b. Managers or assistants shall conduct closing inspections. This responsibility shall not be delegated to janitorial personnel. Closing inspection checklist shall be prepared by managers and as a minimum shall include the following:

(1) All electrical kitchen equipment switches placed in the OFF position.

(2) All cushions in chairs and sofas have been inspected for smoking materials.

(3) Portable electrically operated devices or appliances, including amusement and vending machines, not essential for after hours maintenance, shall have the switches placed in the OFF position.

(4) Trash receptacles are emptied and trash is placed in containers outside of building; in addition, separate cigarette materials from other combustibles in cleanup operations.

(5) A noncombustible container with self-closing lid shall be used in restrooms for the disposition of paper towels.

c. Operating personnel shall be designated to check fire egress exits daily, prior to entry of patrons, to ensure that doors are unlocked and that panic-type hardware and exit lights are functioning properly.

d. An inspection by fire prevention personnel shall be conducted prior to the start of any social and/or unusual event.

e. Managers of facilities in which commercial or restaurant-type cooking is performed shall establish and enforce the following procedures:

(1) All installed grease filters and exposed surface of kitchen range hoods shall be cleaned daily to prevent accumulation of grease. A spare set of filters is required in kitchens which are continuously operated.

(2) Kitchen range hoods and exhaust ducts shall be cleaned at least every 6 months or as necessary to prevent accumulation of grease. Cleaning includes fans, roofs, louvers, exterior walls, cupolas, etc., and where the system exhausts to the outside.

(3) Managers shall maintain the following information on file for each range hood:

(a) Date hood, ducts, and filters last cleaned.

(b) Name of contractor who serviced/cleaned system.

(c) Date extinguishing system was checked, serviced, and by whom.

(4) Ensure cooking is not permitted under a range hood without grease filter(s) installed.

(5) Provide a metal clad cover for each deep fat fryer. Preposition cover for immediate use in case of grease fire.

f. Use of candles and other open flame devices for decorative or lighting

purposes in places of public assembly is prohibited.

g. Carpets, curtains, and draperies shall be fire resistant and/or treated for fire resistance. Certification shall be maintained by the managers.

h. All decorations to be used for special events (i.e., hunting banners, artificial floral designs, lighting, and Christmas decorations) shall be approved by the Installation Fire Chief and inspected by a fire prevention inspector prior to use. Any decoration declared a fire hazard by the Installation Fire Chief shall be removed.

i. The manager shall conduct no-notice inspections of assigned facilities to ensure compliance with this regulation.

21. Fire prevention in tent areas.

a. Tents.

(1) Tents shall be positioned a minimum of 8 feet apart. Rows of tents shall be separated by a minimum of 30 feet to allow easy access of

firefighting equipment. Tents shall be located a minimum of 50 feet from any building, except for mess tents which may be located in the rear of a dining facility.

(2) Weeds and vegetation shall be removed from within 10 feet of any tent.

b. Heating of tents.

(1) Space heaters shall be placed in a box filled with 4 inches of sand. Boxes constructed of 2 by 4s, with the bottom of 1/4 inch plywood shall be permitted. The dimensions shall be a minimum of 36 inches by 36 inches.

(2) Sand shall be maintained free of foreign matters and shall be changed if contaminated with fuel.

(3) A drip can shall be placed under the carburetor of all heaters to collect the overflow of fuel.

(4) All stoves shall have a shield installed to protect the stovepipe. The stovepipe shall extend a minimum of 12 inches above the ridge pole.

(5) Flammable and/or combustible liquid containers shall not be located inside any tent. Gasoline and diesel fuel shall not be mixed for use in heaters. Containers shall be stored a minimum 50 feet from any tent or vehicle.

(6) A fire guard shall be posted during operation of heaters.

c. Electrical.

(1) Not more than two appliances shall be connected to an electrical outlet. Multiple electrical adapters are prohibited.

(2) Use of electrical extension cords is prohibited.

(3) Adding to, tampering with, or repairing of electrical wires by other than authorized electricians is prohibited.

d. Firefighting equipment. A minimum of 10-pound multi-purpose (A, B, C) fire extinguisher shall be located at each tent and where flammable or combustible liquids are used, stored, or dispensed.

e. Fire reporting. Any person discovering a fire shall immediately notify all personnel in the area, notify the fire department (dial 911). Regardless the extent of a fire or if the fire was extinguished, the fire department shall be notified.

If the fire was extinguished prior to the fire department arrival, the fire scene shall not be disturbed until directed to do so by the Installation Fire Chief or his authorized representative.

f. Fire prevention general.

(1) If unit approves smoking in a tent, a minimum of two metal containers shall be placed in each tent located on the floor away from the tent sides, posts, or combustible materials. The can shall have a minimum of 2 inches of sand or water at all times.

(2) Open fires of any type shall not be permitted.

(3) Unobstructed fire lanes between tents shall be maintained at all times.

(4) All flammable and/or combustible liquids shall be stored a minimum of 50 feet from any tent or vehicle.

(5) In addition all tent areas shall meet the requirements of paragraphs 15b and 15d of this regulation.

22. Ammunition storage.

a. Handling and storage shall be in accordance with AR 385-64.

b. Waste materials such as oily rags, combustible scraps, and paper within an explosion area shall be separated and placed in a metal container with a self-closing lid.

c. Matches, flame, or spark-producing devices shall not be permitted in any explosive area except by written authority of the Installation Commander.

d. Smoking shall not be permitted except in a designated smoking area.

e. Vehicles shall not be placed within 15 feet of buildings containing explosives.

23. Holiday and facility decorations.

a. Combustible decorations, such as paper, flowers, tinsel, streamers, scenery, etc., shall not be used in any buildings. Decorations shall have the UL approval and be marked Flameproof. Prior to the installation of any special decorative materials, approval shall be obtained from the Installation Fire Chief. In all cases, decorations should be kept to a minimum to prevent the possibility of fire.

b. The following precautions shall be observed for Christmas trees:

(1) Keep the tree outside of the building until ready to install a few days before Christmas.

(2) Cut the bottom of the tree at an angle about 1 inch above the original cut, set in water or wet sand and brace securely. Water should be added daily.

(3) Keep the tree away from radiators, stoves, and other sources of heat. The tree shall not be located near entrance or exit doors, nor near any elevator or stairwell.

(4) Use only UL approved electric lights that are in good condition and not worn or frayed.

(5) Do not leave the tree lights burning when no one is in the building or after retiring at night.

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(6) If lights are desired in windows, curtains and other combustible materials should be at least 6 inches from the lights.

c. Any concerns with decorations should be referred to the Fire Prevention Branch, 791-1207/1205/1203.

(ATZH-PSF)

FOR THE COMMANDER:

OFFICIAL:

THOM E. TUCKEY
Colonel, SC
Garrison Commander

JOSE' C. MILLER
Director, Information Management

DISTRIBUTION:
HQ, USASC&FG: A
Major commands: A
Field operating activities/agencies: A
ATZH-MH (Archives) (1)
ATZH-PSF (1)
ATZH-CS (1)
DOIM Files (2)
Svc Sec, DOIM (1)

APPENDIX A

REFERENCES

AR 385-64
Ammunition and Explosives Safety Standards

AR 608-10
Child Development Services

TB 43-0134
Battery Disposition and Disposal

MIL-HDBK-1008B
Fire Protection for Facility Engineering, Design and Construction.

Factory Mutual Approval Directory

(This directory may be purchased from the following source: Order Processing Factory Mutual Engineering, 1151 Boston-Providence Highway, Norwood, MA 02062-9102.)

National Fire Codes and Standards

(These codes and standards, published by the National Fire Protection Association, may be purchased from the following commercial source: NFPA, ATTN: Publication Sales Department, 1 Barrermarch Park, P.O. Box 9146, Quincy, MA 02269-9146.)

Underwriters Laboratories (UL) Fire Resistance Directory

(This index may be purchased from the following commercial source: Underwriter's Laboratories, Inc., Publications Stock, 333 Pfingsten Rd., Northbrook, IL 60002-2096.)